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D/TR
MEET-5
Weekly Staff Meeting

M I N U T E S

OTR STAFF MEETING

T u e s d a y
10 Aug 54

Document No. 018

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (c)

DDA Memo, 4 Apr 77

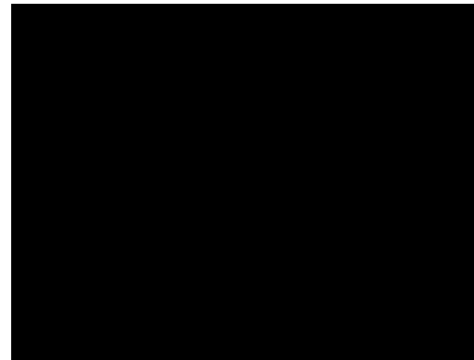
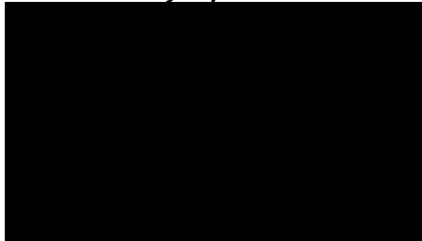
Auth: DDA REG. 77/1763

Date: 7 Feb 78 By: oll

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Attendance:

Mr. Baird, D/TR



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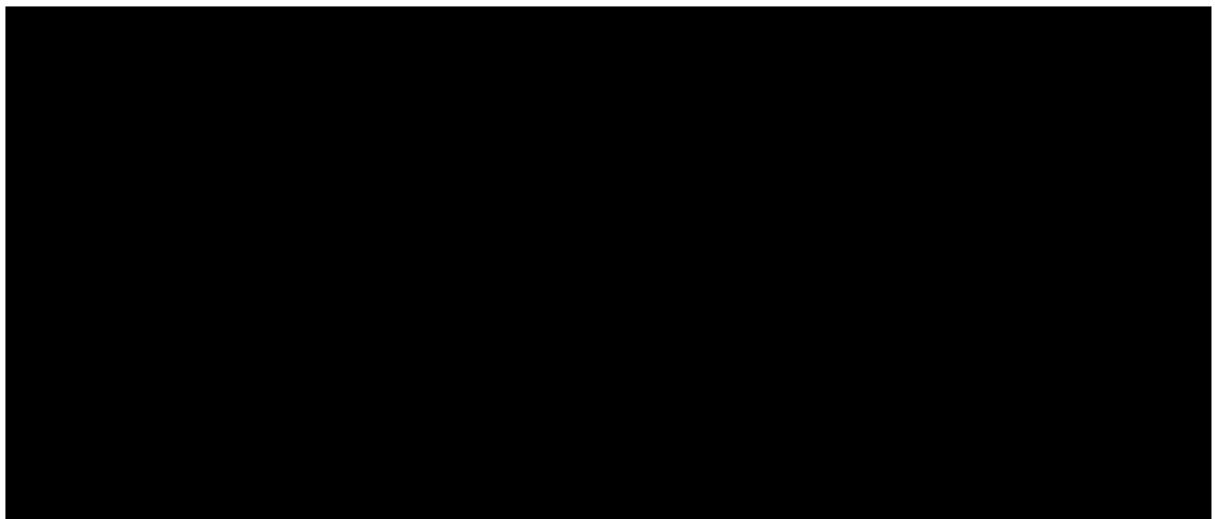
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Mr. [REDACTED] was presented to the group as the new Chief, Special Projects Branch.

1. Career Staff Meetings:

Mr. Baird expressed interest in the status within OTR Divisions and Staffs regarding Career Staff Meetings as a follow up to the assembly on the Career Service attended by principal supervisors. Mr. Baird stressed the need to include all clerical employees, as well as professional personnel, in career staff considerations.

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A number of questions on the comparative benefits of the different insurance policies available to Agency personnel were raised and satisfactorily answered by other staff members. Mr. Baird reassured [REDACTED] that arrangements would be made for someone to visit [REDACTED] instead of requiring individual employees to apply in person at headquarters.

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[REDACTED] pointed out the need for clarifying the creditable period for military service in the Agency prior to converting to civil status. This problem would be particularly acute for JOTs because of the three years eligibility required.

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Mr. [REDACTED] representing the Admin Staff, was directed to furnish information to OTR on those understandingly hesitant about applying for Career Service.

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2. Constructive Credit for Instructors:

Mr. [REDACTED] raised pertinent questions on the granting of constructive credit within OTR to instructors. Mr. [REDACTED] was asked to draft an OTR Notice which would require the instructor to personally request constructive credit through appropriate channels. Upon approval of the Division Chief, the request would be forwarded to the OTR Registrar.

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3. VIP Visit:

Mr. Baird commented on the extremely favorable impression that [REDACTED] Special Survey Group. D/TR cited [REDACTED] for their excellent performance in arranging this show.

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Mr. Baird pointed out that the visit was conducted in a sincerely helpful manner and should serve as a useful dry run to the more critical visit scheduled later; in particular, OTR must improve the formal briefing at headquarters.

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Mr. Baird suggested that [REDACTED] furnish appropriate justification within the next week to increase the number of JOT slots. This information may be incorporated in the recommendations being made to the Special Survey Group.

4. Policies for External Training:

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Mr. [REDACTED] requested permission for Mr. [REDACTED] to speak to each of the TIO groups on the policies for external training. Mr. Baird recommended that this be withheld until the proposed policies had been satisfactorily restated.

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5. Course Nomenclature:

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Mr. Baird stressed the desirability of having one person within OTR to propose changes in Course Nomenclature and coordinate these with appropriate representatives of DD/P, DD/I, and DD/A. This is particularly pertinent in view of the planned reprinting of an expanded OTR catalog by 1 October. Mr. [REDACTED] was designated.

6. Miscellaneous Items:

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a. Mr. [REDACTED] mentioned that MID would need additional space in the near future for classrooms and for an office.

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b. Mr. [REDACTED] commented briefly on the progress being made within OTR of the Management Survey.

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c. Because of the many priority requests being placed upon the reproduction service of OTR, Mr. [REDACTED] suggested that several days "lag" be allowed for normal course announcements, etc.

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d. Upon the suggestion of Mr. [REDACTED] agreed to familiarize Mr. [REDACTED] with the Capsule Courses being held [REDACTED] It is thought that these courses may have some application to a special program being developed by Mr. [REDACTED]

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